

United States Dog Agility Association, Inc.
Event Results Book & Class Results Reporting Pages

GENERAL INSTRUCTIONS

This Event Results Book (“ERB”) has been prepared to facilitate the reporting of event results. A separate Class Results Reporting page has been enclosed for each class offered (i.e., Starters Standard, Advanced Standards, etc.) The Test Secretary should review this book prior to the event date to be sure Class Reporting pages are present for all classes offered. THE REPORTING PROCESS RELIES UPON STRICT ADHERENCE TO SCOREKEEPING PROCEDURES as prescribed through USDAA Rules & Regulations & Scorekeeping Policies. Please note the following –

The **SCOREKEEPER IS REQUIRED TO BE RINGSIDE** for each ring to facilitate access by judges and competitors. Competitors are permitted to see their scores as they are leaving the ring in order to enable them to make timely query of the judge should there be any questions. It is **STRONGLY RECOMMENDED** that the scorekeeper work at a table with a **TABLE TOP EASEL** for presentation of accumulator score sheets so that competitors can read from a short distance without having to lean over the scorekeeper.

The scribe sheets are (1) handed to the scorekeeper immediately following each run; (2) time is converted to total seconds and the score is tallied; (3) the entry number, dog call name and score is then posted to the Accumulator Score Sheet; (4) competitors with qualifying scores are posted as they occur to the Class Reporting page; (5) each competitor should be “checked-off” on the running order list as they are posted to the accumulator (6) following the posting of the last score, the scorekeeper reviews the scores and marks the placements on the accumulator by putting a ①, ②, ③, etc. next to the dog’s entry number and score; qualifying scores should be marked with a “Q”, (7) the placements are then marked on the Class Reporting page.

THINGS TO WATCH FOR: When using the same accumulator sheet for more than one height class, be sure that each height class for which awards are to be made are segregated by drawing a “heavy” horizontal line across the entire page between rows. Accumulator sheets are color coded - blue sheets are used for standard titling, jumpers titling and Grand Prix classes, while red sheets are used for snooker, gamblers, relays, all team tournament classes and Steeplechase. **DO NOT POST** “No-Shows” to the “ELIM” column on the accumulator, as the accumulator should reflect the # of competitors “actually competing”. “No shows” may be listed in the margin under a caption of “Absentee” or “No Shows” to facilitate verification that all entries have been accounted for, by counting the number of competitors on the accumulator and comparing to the number of entries per the running order list.

Complete the Class Results Reporting sheets using only an ink pen or #2 pencil as follows (**DO NOT USE** water-based markers such as Rolling Writers® or similar pens, since ink will wash off or bleed should the sheets get wet or damp). PLEASE be sure of the following:

- The **JUDGE IS REQUIRED** to complete the class requirements at the top of the sheet (e.g., course distance, SCT, course configuration, etc.), review the sheet at the end of the class, and sign off.
- The scorekeeper should enter qualifying scores as they occur, separating each height class by a blank line and labeling the height class in the margin.
- Enter “1, 2, 3, etc.” to designate placements in the “P” column, EXCEPT in Junior Handlers, then enter G, S or B for Gold, Silver or Bronze (placements may not be in order since qualifying scores are entered as they occur) **NOTE: All masters classes (except for Pairs Relay) must have sufficient number of placements awarded for Top Ten award** purposes (see rule book for schedule of points)
- Enter “Q” in the “Q” column to denote Qualifying scores; leave blank for Nonqualifying score. DO NOT use check marks or “x”.
- For the Masters and P3 Snooker classes only, enter an “X” in the “SQ” column for Super Q placements (i.e., top 15%).
- Record the dog’s entry number, call name and final posted scores FROM the Accumulators for each class. Include only placement winners and qualifiers, segregated by jump height AND any additional placements that may be required for the award of Top Ten points in the Masters, P3 and tournament classes.
- List dog registration numbers for each competitor listed. Be sure to review the event “Check-In List” that has been used for check-in of competitors, as any corrections made during check-in may not have been transferred to other scribe sheets or other documents that have been pre-printed. (**The test secretary should compare each dog's registration number to their registration cards as part of the check-in procedure.**)
- When making corrections, do not erase unless complete erasure is possible; instead, draw a line through the entire line and record the information on the next available line. If the corrected information goes on another page, write the page number (e.g., PAGE 4) in the margin, indicating the page where the corrected information can be found. If the information was not to be listed at all, write the word “OMIT” in the left hand margin.

EVENT REPORTING CHECKLIST

- Event Results Book, each page fully marked and signed by the judge for each class, the Book Cover signed and completed by the Event Secretary, and ALL pages bound in numerical order
- Original Check-In Lists and Running Order list for all classes
- Accumulator Score Sheets and Summary Score Sheets, signed by the Class Scorekeeper
- Scribe Sheets
- Course Designs
- Original signed entry forms
- Original dog registration applications
- Organizing Committee’s Report, with Check or Money Order for fees due.

The above items should be sent by certified mail within ten business days following the conclusion of the event to: USDAA, 300 S. Kirby St., Suite 101, Garland, TX 75042 ANY OMISSIONS OR INCOMPLETE ASSEMBLY OF MATERIALS MAY RESULT IN THE ASSESSMENT OF SERVICE CHARGES. Direct any questions related to scorekeeping or reporting procedures to the USDAA office at (972) 487-2200 or via email to events@usdaa.com.
